

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children & Families		9. Position No. K0233978	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) PSE – Director, Disability Determination Services			
3. Division Rehabilitation Services		12. Proposed Class Title			
4. Section Disability Determination Services (DDS)	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time XX Perm. XX Inter. Part time Temp. % Regular	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Michael Donnelly	Director, Rehabilitation Services	K0041312

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Michael Donnelly	Director, Rehabilitation Services	K0041312

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee acts independently in executing the responsibilities of this position. The employee is responsible for ensuring the operations comply with federal and state law, regulations, guidelines and agency policies. Occasional assignments may be received from the Director of Rehabilitation Services during periodic conferences or staff meetings.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1. 25%	E	<p><u>Directs the statewide disability determination programs</u>, which evaluate the effects of physical and mental impairments, in combination with appropriate vocations and legal factors, on the ability of disability applicants to work. Outcomes of disability determination processes direct medical eligibility for cash payments (of over \$437 million per year) and medical coverage under Titles II, XVI, and XIX of the Social Security Act, as well as eligibility for SSI Medicaid coverage. Incumbent uses the principles and processes of Kansas Quality Management to lead a staff of disability evaluation professionals, including accompanying administrative, management, clerical, psychological and medical personnel. Formulates and communicates broad program administration goals to subordinate administrators and managers to carry out the requirements of the disability determination programs. Establishes and fosters a team approach to decision-making, problem solving, policy formulation and human resource management. Makes final decisions regarding the number and types of positions, organizational structure, staff duties and responsibilities, financial and other resources needed to implement and maintain programs.</p>
2. 25%	E	<p><u>Oversees the management of financial and other resources</u> necessary to sustain agency operations while meeting organizational goals and objectives. Directs the preparation of annual state and federal budget requests and quarterly federal spending plans, with detailed workforce analyses and line-item justification of costs. Ensures that spending plans are monitored and adjustments to staffing and spending levels are made as needed in response to changes in workloads or sub-program requirements with significant fiduciary implications. Negotiates with the Social Security Administration to obtain additional financial resources and staff as necessary.</p>
3. 15%	E	<p><u>Provides direction and leadership to staff</u>, using management strategies and tools to determine priorities, assign work and monitor the quality of work. Makes final recommendations to hire, terminate, transfer and promote staff. Oversees the development of standards used to evaluate the effectiveness of staff, the formulation of initiatives to assist staff development and training, and the maintenance of an effective system of personnel administration. Meets with the Commissioner to provide information about and discuss problems related to the administration of programs.</p>
4. 15%	E	<p><u>Establishes broad agency goals and objectives</u> based upon federal performance requirements through negotiations with Social Security Administration officials. Directs the development and implementation of internal operating policies which will assure effective functioning of all programs.</p>
5. 10%	E	<p><u>Directs the development and implementation of a system of quality assurance and supervisory oversight</u> to monitor, measure and control the performance of each program, section and employee in terms of the quality, quantity, timeliness and cost-effectiveness of work produced. Using Kansas Quality Management principles, directs the institution of policies and procedures which will ensure the production of high quality decisions on claims while minimizing the need for traditional methods of management quality controls. Monitors overall effectiveness of programs through review of federal and state statistical and narrative reports, discussions with Social Security Administration management officials and staff feedback on the status of work in the agency.</p>

6. 10%

E

Serves as key liaison between Rehabilitation Services and the Social Security Administration on all policy and financial matters pertaining to the federal disability programs. Officially represents the State of Kansas at regional and national meeting and conferences of Social Security and Disability Determination management officials. Ensures that cooperative working relationships are established and maintained with other federal, state, and private agencies in order to promote better understanding of disability programs, their operations and objectives, and to promote integrated delivery of services to the public. Contributes to the analysis and development of Rehabilitation Services and Departmental policy through participation in conferences and senior management meetings. Ensures that state and federal officials receive timely, informative responses to inquiries about individual claims or the disability programs in general.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - (X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
Stern, George W.		K0215272
Just, Robyn Erik		K0226768
Williams, Lori A		K0054770

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

The DDS Director is responsible for executive management and leadership of the DDS. The director approves budgets, expenditures, federal reports, personnel actions, etc. Significant errors in judgement, mismanagement, or poor decision making will result in failure of the program.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts subordinates and other DDS employees daily to exchange information or provide direction. Frequently contacts other state employees, including Rehabilitation Services staff for program coordination and the routine transaction of business. Confers regularly with the Office of the Regional Commissioner, SSA, on matters pertaining to the operation of the federal disability programs in Kansas. Advises and confers with the Director of Rehabilitation Services periodically on program operations and results and relationships with the Federal agency. Occasionally meets with advocacy groups and other public and private agencies to provide information about the disability programs in Kansas. The DDS Director also interacts regularly with disability claimants to explain decisions, recommend actions and /or understand customer service complaints. The director is the final decision maker regarding continued relationships with DDS contracted medical consultants, as well as, medical professionals completing consultative examinations on behalf of the DDS.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Eye strain due to daily usage of PC
Stress due to high volume of work
Periodic travel

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer terminal – daily
Pocket calculator – daily
Smart Phones

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind
Preferred:

Bachelor's degree in human services or closely related field; disability determination experience; demonstrated experience managing / operating a program, supervision and implementing work plans

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date